

Topic: Process for Signing-Out on Permissive Temporary Duty (PTDY) Upon Arrival at Fort Irwin	OPR: RCI 380-3576
Reference: AR 600-8-10	<i>qide</i>
<p>Procedure:</p> <ul style="list-style-type: none">• Personnel on Permanent Change of Station (PCS) orders are authorized PTDY to secure non-government housing at their gaining location (AR 600-8-10 CH 5, Para 32-F). Service member must report to Fort Irwin Residential Communities Office (RCI), Housing Services Office (HSO) prior to starting the process of house hunting.• Soldiers are authorized not more than 10 days of PTDY. PTDY will be requested on the Soldiers DA Form 31 (Request for Leave) at the their departing unit. PTDY dates will be annotated in the remarks section of the DA Form 31. Approval authority for PTDY is Commander in the rank of LTC and above.• Following is the process for a service member to sign-out on PTDY:<p>Service member will report to Fort Irwin RCI HSO upon arrival at Fort Irwin and provide their DA 31 signed by the approving authority with the PTDY dates annotated in the remarks section along with a copy of their orders assigning them to Fort Irwin. A representative from the HSO will sign the DA Form 31 in accordance with the guidelines in AR 600-8-10.</p><p>Service member must not have signed in to the Fort Irwin AG Replacement Detachment. Service members who sign in and begin their in-processing cannot be placed on PTDY through the Housing Services Office. Service member must then complete the in-processing and request PTDY from their gaining unit.</p>• HSO Customer Service office Hours are from 0700-1700 hours, Monday – Friday excluding Federal Holidays. In the event your PTDY begins during the weekend or a holiday, please report to the HSO the following business day.	